

SAMPLE PACKET

Sergeant Audie Murphy Board

Enclosures:

1. Installation Board Proceedings
2. Unit CDR Nomination
3. Performance Record
4. Biographical Fact Sheet
5. DA Form 5500/ 5501 (Body Fat)
6. DA Form 638 (Awards)
7. DD Form 2266 (Hometown News Release)
8. Enlisted Records Brief

SAMPLE FORMAT FOR Installation Board Proceedings Memo

Office Symbol

MEMORANDUM FOR CDR, U. S. Army Military District of Washington,
DC 20319-5188

SUBJECT: Sergeant Audie Murphy Club Installation Board
Proceedings Memo

1. The following soldiers attended the FT McNair Installation level Sergeant Audie Murphy board on 24 October 2001, and was recommended to attend the MDW Sergeant Audie Murphy board.

SFC Joe M. Soldier, HHC 1st Training BN FT McNair
SGT Gilbert J. Roe , HHC 2nd Training BN FT McNair

2. The following soldiers attended the FT McNair Installation level Sergeant Audie Murphy board on 24 October 2001, and was not recommended to attend the MDW Sergeant Audie Murphy board.

SFC Jack M. Soldier, HHC 1st Training BN FT McNair
SSG Jane A. Soldier, A Co 1st Training BN FT McNair
SGT Target F. Soldier, B Co 1st Training BN FT McNair
SFC Sniper Y. Soldier, C Co 1st Training BN FT McNair

3. POC for this memo is CSM Soldier at (202)685-2923

CSM
Installation Level
Signature Block

SAMPLE FORMAT FOR UNIT CDR NOMINATION

Office Symbol

MEMORANDUM FOR CDR, U. S. Army Military District of Washington,
DC 20319-5188

SUBJECT: Sergeant Audie Murphy Club Nomination and Worksheet

NAME: _____ SSN: _____

GRADE: _____ PMOS: _____ SMOS: _____ DATE: _____

UNIT: _____

DUTY PHONE: _____ MONTHS AT PRESENT JOB: _____

DUTY POSITION AND DATE ASSIGNED: _____

TIME IN SERVICE: _____ ETS: _____

CIVILIAN EDUCATION: _____ MILITARY EDUCATION _____

SECURITY CLEARANCE: _____

NO. PERSONS SUPERVISED: _____

2 Encl

(CDR SIGNATURE BLOCK)

1. DD Form 2266

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2. Bio Sketch

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Office Symbol

MEMORANDUM FOR SAMC Selection Board

SUBJECT: SAMC Performance Record

1. The following performance records are submitted for _____
_____ an SAMC candidate.

BATTALION/REGIMENTAL BOARD DATE _____

INSTALLATION BOARD DATE _____

NAME: _____ SSN: _____

UNIT: _____ DOR: _____ DOB: _____

ETS: _____ PMOS: _____ NCOES: _____

NUMBER OF SOLDIERS SUPV: _____

NAME ADDRESS NEXT OF KIN: _____

AWARDS AND DECORATIONS: _____

PERSONAL PERFORMANCE ACHIEVEMENTS: _____

APFT: _____ WEAPON QUAL: _____

CANDIDATE HAS NEVER RECEIVED AN ARTICLE 15 AS A NCO. (SM Init) _____

SUBORDINATE PERFORMANCE ACHIEVEMENTS: _____

APFT Standard: _____ WEAPON QUAL AVG: _____

APFT Average: _____

2. The following information concerning discipline of
subordinates is provided:

AWOL: _____ UCMJ: _____

DUI/ DWI: _____

3. The following additional comments are provided

(Candidate Signature)

CSM
Installation Level
Signature Block

The Candidate
must initial
the Article 15
Statement and
sign the memo.

Sample Biographical information sheet

STAFF SERGEANT JOE GREEN Squad Leader

Staff Sergeant Green was born in Augusta, Georgia. He graduated Strom Thurmond High School in 1991 and joined the U.S. Army in January 1992.

During his career, Staff Sergeant Green has served as a Personnel Records Specialist, Physical Security NCO, training NCO, Team Leader, and Squad Leader.

Staff Sergeant Green's assignments include 2-14th Infantry Battalion, Fort Drum; HQ Co., United States Army Garrison, Vint hill, Virginia; Co. A, United States Army Garrison, Fort Sam Houston, Texas; and The Fort Myer MP Co., Fort Myer, Virginia

Staff Sergeant Green's military education includes the Combat Engineer Course, Personnel Records Specialist Course, Primary Leadership Development Course, Weaponeer, Military Police School, Basic Non Commissioned Officer Course. His civilian education includes 64 semester hours from Central Augusta College.

Staff Sergeant Green's awards and decorations include the Meritorious Service Medal, Joint Service Commendation Medal, Army Commendation Medal (4 OLC), Army Achievement Medal (4 OLC), Good Conduct Medal (4th Award), Army Service Ribbon, and the Drivers Badge.

Staff Sergeant Green has won the Battalion and the Fort Myer NCO of the Quarter Boards.

Staff Sergeant Green has a Wife, Jane, and Two Children Joey and Janice. They reside in Arlington, Virginia

INSERT BODY FAT CONTENT WORKSHEET HERE

(DD FORM 5500/5501)

NOTE:

Body fat Worksheet
must be completed
within the 30 days
prior to the MDW

M TAB TAB TAB TAB

BODY FAT CONTENT WORKSHEET (Male)

For use of this form, see AR 600-9; the proponent agency is DCSPER

NAME (Last, First, Middle Initial)		SSN		RANK		NOTE: ¼"=.25 ½"=.50 ¾"=.75
HEIGHT (to nearest 0.25 inch)		WEIGHT (to nearest pound)		AGE		
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.25 in.)	
1. Measure abdomen at the level of the navel (belly button) to the nearest 0.25 inch. (Repeat 3 times.)						
2. Measure neck just below level of larynx (Adam's apple) to the nearest 0.25 inch. (Repeat 3 times.)						
3. Enter the average abdominal measurement to the nearest 0.25 inch.						
4. Enter the average neck measurement to the nearest 0.25 inch.						
5. Subtract Step 4 from Step 3 (Enter result) to the nearest 0.25 inch.						
6. Find result from Line 5 (the difference between Neck and Abdomen) in Table B-1 (Abdomen-Neck Factor). Enter factor.						
7. Find the height in Table B-2 (Height Factor). Enter factor.						
8. Subtract Step 7 from Step 6 (Enter result). This is Soldier's Percent Body Fat.						

REMARKS

CHECK ONE

___ Individual is in compliance with Army Standards; ___ is not in compliance with the standards.

___ Recommended monthly weight loss is 3-8 lbs.

PREPARED BY (Signature)	RANK	DATE	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE
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BODY FAT CONTENT WORKSHEET (Female)

For use of this form, see AR 600-9; the proponent agency is DCSPER

NAME (Last, First, Middle Initial)		SSN	RANK		NOTE: ¼" = .25 ½" = .50 ¾" = .75
HEIGHT (to nearest 0.25 inch)		WEIGHT (to nearest pound)		AGE	
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.25 in.)	

1. Find the soldier's weight in Table B-3 (Weight Factor). Enter factor in 11A below.

2. Find soldier's height in Table B-4 (Height Factor). Enter factor in 11D below.

3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round off to nearest 0.25 inch. Repeat three times, then average.				
4. Measure forearm at its largest point (with arm horizontal, palm up) to nearest 0.25 inch. Repeat three times, then average.				
5. Measure neck just below level of larynx (Adam's apple) to nearest 0.25 inch. Repeat three times, then average.				
6. Measure wrist between the bones of the hand and forearm to nearest 0.25 inch. Repeat three times, then average.				

7. Find average hip measurement in Table B-5 (Hip Factor). Enter factor in 11B below.

8. Find average forearm measurement in Table B-6 (Forearm Factor). Enter factor in 11E below.

9. Find average neck measurement in Table B-7 (Neck Factor). Enter factor in 11F below.

10. Find average wrist measurement in Table B-8 (Wrist Factor). Enter factor in 11G below.

11. CALCULATIONS			REMARKS
A. Weight Factor			
B. Hip Factor			
C. TOTAL (11A + 11B)			
D. Height Factor			
E. Forearm Factor			
F. Neck Factor			
G. Wrist Factor			
H. TOTAL (11D + E + F + G)			
I. SOLDIER'S PERCENT BODY FAT (Line 11C-11H)			

CHECK ONE

___ Individual is in compliance with Army standards; ___ is not in compliance with the standards.
 ___ Recommended monthly weight loss is 3-8 lbs.

PREPARED BY (Signature)	RANK	DATE	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE
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INSERT HOMETOWN NEWS RELEASE HERE
(DD FORM 2266)

HOMETOWN NEWS RELEASE INFORMATION										
1. PAO CODE		PRINT OR TYPE - SEND ORIGINAL ONLY				FOR RELEASING PUBLIC AFFAIRS OFFICE USE ONLY				
2. YOUR SOCIAL SECURITY NUMBER (For Identification only)										
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE: Information collected on this form is released over your signature and is voluntary. If you have no objection to the information being released to hometown audiences, sign your name below. Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.</p>										
3. BRANCH OF SERVICE		4. STATUS		5. RANK		6. PAY GRADE		7. FIRST NAME, MIDDLE INITIAL, LAST NAME		8. SEX
<input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD		<input type="checkbox"/> ACTIVE <input type="checkbox"/> RESERVE <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> CIVILIAN								
9. EVENT (Example: Arrival; Promoted to Sergeant; Received Commendation Medal, etc. - Citation Needed)										
10. YOUR LIVING PARENTS, STEPPARENTS, GUARDIANS, AUNT/UNCLE/GRANDPARENTS OR ADULT SIBLINGS										
a.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU					
(3) ADDRESS (Number and Street)					(4) CITY		(5) STATE		(6) ZIP CODE	
b.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU					
(3) ADDRESS (Number and Street)					(4) CITY		(5) STATE		(6) ZIP CODE	
11. SPOUSE'S NAME (First, Middle Initial, Last)										
12. SPOUSE'S LIVING FATHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME										
b. ADDRESS (Number and Street)					c. CITY		d. STATE		e. ZIP CODE	
13. SPOUSE'S LIVING MOTHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME										
b. ADDRESS (Number and Street)					c. CITY		d. STATE		e. ZIP CODE	
14.a. YOUR PRESENT UNIT OF ASSIGNMENT (Do not abbreviate)				b. POST OR BASE (Not APO)		c. CITY		d. STATE OR COUNTRY		
15. DUTY MOS OR AFSC				16. PRESENT JOB TITLE (Full Title - Do not abbreviate)				17. TOTAL YEARS MILITARY SERVICE		
18.a. HIGH SCHOOL GRADUATED FROM				b. YEAR GRADUATED		c. CITY		d. STATE		e. ZIP CODE
19. COLLEGES GRADUATED FROM										
a. COMPLETE NAME			b. DEGREE	c. YEAR GRADUATED	d. CITY		e. STATE		f. ZIP CODE	
20. REMARKS (Continue on back if necessary)										
21. SIGNATURE OF PERSON LISTED ABOVE (Authorizing release of this information)						22. DATE (YYMMDD)		23. DUTY PHONE (DSN or area code)		

DD FORM 2266, JUN 95 (EG)

Designed using Perform Pro, WHS/DIOR, Jun 95

INSERT A COPY OF THE ENLISTED
RECORDS BRIEF

Insert The DA Form 638 Here

NOTE:

Boxes 1, 2, 9, 12a, 12b, 13, 14, 15, 16, 17, 18, 20 and 21 must be filled out exactly like this one or the packet will be returned.

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is ODCSPE			
For valor/heroism/wartime and all awards higher than MSM, refer to special instruction			
1. TO CDR, U.S. Army MDW Fort McNair, DC 20319		2. FROM CSM, U.S. Army MDW Fort McNair, DC 21039	
		4 Oct 00	
PART I - SOLDIER DATA			
4. NAME SNUFFY, JOSEPH W.		5. RANK SFC	6. SSN 111-11-1111
7. ORGANIZATION C Co, 3d U.S. Infantry (The Old Guard) Fort Myer, Virginia 22211		8. PREVIOUS AWARDS MSM, ARCOM (2OLC), AAM (7 OLC)	
9. BRANCH OF SERVICE ARMY		10. RECOMMENDED AWARD AAM 8 OLC	11. PERIOD OF AWARD a. FROM 4 Oct 00 b. TO 4 Oct 00
12. REASON FOR AWARD 12a. INDICATE ACH, SVC, PCS, ETS, OR RET ACH		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
PART II - RECOMMENDER DATA			
14. NAME CUFFEE, STEVENSON		15. ADDRESS 103 Third Avenue, Bldg. #32 HQ, U.S. Army Military District of Washington Fort McNair, DC 20319-5058	
16. TITLE/POSITION COMMAND SERGEANT MAJOR	17. RANK CSM	19. SIGNATURE	
18. RELATIONSHIP TO AWARDEE MDW COMMAND SERGEANT MAJOR			
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 NA			
ACHIEVEMENT #2 NA			
ACHIEVEMENT #3 NA			
ACHIEVEMENT #4 NA			
21. PROPOSED CITATION NA			